



# Tolowa Dee-ni' Nation

## Position Description

**Title:** Tribal Resources Field Specialist  
**FLSA:** Non-Exempt  
**Pay Grade:** 7-8 (\$20.88-\$32.01)  
**Subordinates:** Tribal Resources Field Tech(s)

**Department:** Natural Resources  
**Status:** Full Time/Part Time/On-call  
**Supervisor:** Habitat & Wildlife Manager  
**Grant Funded:** Yes

### Position Summary:

This position supports numerous departments in their efforts to carry out the Tribe's land management, co-management and restoration responsibilities. This position manages, supports, and/or completes projects and tasks pertaining to Tribal natural and cultural resources. Types of projects may include trail construction and maintenance, hazardous fuels reduction, and habitat restoration activities. The Tribal Resources Field Specialist performs physical tasks in the field related to on-the-ground land and resource management activities. Activities are performed in a variety of locations throughout Tolowa Aboriginal Territory. This position requires interaction with the Tribal community as well as organizations partnering with the Tolowa Dee-ni' Nation.

The Tribal Resources Field Specialist reports to the Habitat & Wildlife Program Manager. This position may assist with field supervision and crew training, organizing crew work schedules, maintaining supply and equipment inventories, implementing/monitoring project work, ensuring all paperwork is completed and turned in on time. These duties may also include serving as a crew representative for the Tolowa Dee-ni' Nation Tribal Resource Field Crew, assigning crew and other resource rotations, and assessing the threats to life and natural and cultural resources.

### Essential Duties and Responsibilities:

1. Maintain a professional, positive attitude and conduct throughout all assignments while representing the Tolowa Dee-ni' Nation.
2. Demonstrate willingness to work with community volunteers and youth.
3. Work collaboratively with other agencies and partners on projects.
4. Shall work productively, assist with related education and outreach activities, and actively participate in a team-based environment to achieve goals and objectives.
5. Demonstrate the ability to work effectively with Indigenous people in culturally diverse environments.
6. Oversee Tribal Resource Field Crew to implement and achieve project objectives.
7. Work in a team setting to achieve goals and objectives.
8. Ability to work well with and gain the respect of Tribal citizens.
9. Maintain physical fitness in order to complete all tasks related to land and resource management. May be required to provide medical release (doctor's note).
10. Attend trainings, meetings and functions as required; participate in learning exchanges for the purposes of expanding knowledge in co-management efforts.
11. Willingness to cross-train and work with other programs in the Natural Resources Department.
12. Demonstrate the ability to learn, share, practice, and impart traditional and contemporary Tolowa Dee-ni' knowledge, culture and language as related to cultural and natural resources.
13. Shall acquire data collection skills and techniques as required for monitoring and management of cultural and natural resources, and implement these into daily work routine.
14. Demonstrate the ability to recognize pertinent information, take detailed field notes, and complete documentation forms to track progress and conditions in the field.

15. Recognize and mitigate a variety of hazards potentially encountered within the natural environment; e.g., mechanized equipment, extreme weather conditions, hazardous materials, water hazards and wildlife.
16. Demonstrate the ability to make appropriate adaptations when encountering changing conditions.
17. Ensure own safety in all aspects of assignment.
18. Must be responsible for using safe work practices, for following directives, guidelines and procedures and for assisting in maintaining a safe and secure work environment.
19. May be required to perform duties in a Tolowa Dee-ni' Nation issued uniform and/or to wear personal protective equipment (PPE) as necessary or required.
20. Demonstrate the ability to understand and follow oral and written instructions.
21. Drive to various locations within the Tolowa Dee-ni' Ancestral Territory.
22. Safely and effectively operate various power tools, and hand tools.
23. Build and maintain trails, restore and improve wildlife habitat, and reduce hazardous fuels consistent with provided project specifications.
24. Cut and remove brush, small trees, and other vegetation using equipment including but not limited to: chainsaws, weed-eaters, trimmers, handsaws, polesaws, rakes, McLeods, Pulaskis, pruning shears, broom pullers, shovels, walk-behind mowers, etc. to achieve desired project results.
25. Operate wood/chipper machine to chip small trees and other vegetation and spread chips with hand tools perform routine technical resource management assignments of average difficulty.
26. Lay out and stake erosion control fiber rolls, blankets, and netting.
27. Spread straw, plant small trees and shrubs, and spread grass seed to help restore sites after vegetation removal.
28. Inspect, clean and repair chainsaws and other tools and equipment.
29. Other duties as assigned.

**Minimum Qualifications:**

1. Combination of education and work experience will be considered.
2. Bachelor's Degree in Fisheries, Zoology, Wildlife Biology, Environmental Science or related field and 1 year job specific experience; education and experience, will be measured.
3. Must be able to perform all essential duties and responsibilities.
4. Ability to work with local, federal, state agency staff, and/or project coordinators during project implementation.
5. Demonstrate ability to read maps and project descriptions.
6. Comprehensive knowledge of the history, culture and organization history of the Tolowa Dee-ni' Nation and the Tolowa people is preferred.
7. Experience and knowledge related to traditional land management, Tolowa Dee-ni' territory, landscapes, ecosystems, cultural and natural resources is preferred.
8. Must submit to and pass a pre-employment drug and alcohol screen.
9. Qualified American Indian Preference applies.

**Supervisory Responsibilities:**

The Tribal Resource Field Specialist will be responsible for oversight of Tribal Resource Field Technician(s) and/or Crew while in the field.

**Language Skills:**

Ability to read, analyze and interpret technical manuals and reports. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions, while facilitating group meetings.

**Mathematical Skills:**

Ability to work with mathematical concepts, ability apply concepts such as fractions, percentages, ratios, and pro-rations.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Certificates, Licenses, Registrations:**

A valid driver's license will be required at the time of appointment; employees may be required to drive their own vehicle, provide proof of financial responsibility and submit a DMV clearance.

**Physical Demands:**

While performing the duties of this job the employee is regularly required to sit, use hands and fingers, handle and feel. The employee is frequently required to stand, walk, and ascend and descend steps. The employee must regularly lift and/or move up to 30 pounds and occasionally lift and/move 50 pounds.

Position may require occasional overnight travel. Requires the ability to drive 7 hours within a 24 hour period.

**Vision Requirements:**

1. Close vision (clear vision at 20 inches or less).
2. Distance vision (clear vision at 20 feet or more).
3. Color vision (ability to identify and distinguish color).

**Work Environment:**

The work environment temperature can fluctuate between 50-80 degrees Fahrenheit due to open doors and windows. The job will could require inside and outside activities. There are many distractions and the noise level can escalate.

**Additional Employment Conditions:**

All Tolowa Dee-ni' Nation employees must submit to a background check and abide by all Tribal, federal, and state laws. All employees must comply with Tolowa Dee-ni' Nation drug free workplace policy and will be subject to pre-employment, for-cause, and post-accident drug and alcohol testing.

Section 408 of the Indian Child Protection and Family Violence Prevention Act of 1990 (Public Law 101-630) requires an investigation of the character of each individual who is employed, or is being considered for employment, in a position with duties and responsibilities that involve regular contact with or control over Indian children. A criminal history investigation will be performed and the applicant must meet the minimum standards of the Act.

In compliance with TDN laws and policies, the applicant must be in good standing with TDN and its entities. Past employment will also be taken into consideration.

**Acknowledgment:**

I have read this job description and fully understand the requirements set forth herein. I hereby accept this position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

Tolowa Dee-ni' Nation has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all function, responsibilities, skills and abilities. Additional functions and requirements may be assigned by Tolowa Dee-ni' Nation as deemed appropriate. I further understand that my employment is at-will and thereby understand that my employment can be terminated at-will by the facility or myself, and that such termination can be made with or without notice.

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_